

STAFF REPORT

Meeting Date: July 20, 2005

TO: LAFCO Commissioners

FROM: Everett Millais, Executive Officer

SUBJECT: Nominations to CALAFCO Board of Directors

RECOMMENDATION:

Authorize the Chair to submit nominations to the CALAFCO Board of Directors, as approved by the Commission.

DISCUSSION:

Each year at the annual CALAFCO conference elections are held for the CALAFCO Board of Directors based on nominations received from individual LAFCOs. In order for the Commission to participate in the nomination process, nominations are due in to CALAFCO by August 8.

This item was continued from the June 15 meeting to give the Commission time to consider nominations, and for staff to provide the Commission with information regarding which incumbents do not wish to be nominated for a subsequent term.

The following offices are open for nominations:

2	County Members
2	Special District Members
2	City Members
1	Public Member

One of the City seats is currently vacant and Victor Mow, a current County CALAFCO Board member will not be accepting nominations for re-election.

COMMISSIONERS AND STAFF

COUNTY: Linda Parks, Vice Chair Kathy Long <i>Alternate:</i> Steve Bennett	CITY: Don Waunch John Zaragoza <i>Alternate:</i> Janice Parvin	SPECIAL DISTRICT: Dick Richardson, Chair Ted Grandsen <i>Alternate:</i> George Lange	PUBLIC: Kenneth M. Hess <i>Alternate:</i> Louis Cunningham
EXECUTIVE OFFICER: Everett Millais	LAFCO ANALYST: Kim Uhlich	OFFICE MANAGER/CLERK: Debbie Schubert	LEGAL COUNSEL: Leroy Smith

Members of the CALAFCO Board must be members of a local LAFCO at all times. CALAFCO Board Director terms are for two years. The Commission must approve all of its nominations to the Board of Directors, and the Chair of the Commission must complete a "Recommendation" form for each nominee. Each nominee must complete a "Candidate's Resume" form. Nominees must be regular LAFCO members (not alternates) and must be able to attend at least four meetings a year between September 2005 and September 2007. Most meetings are held in Sacramento, but one meeting each year is at the Annual Conference and alternate venues may be chosen.

The CALAFCO Board of Directors consists of 15 members (4 each from cities, counties and special districts, and 3 from public members). This year there are two county, two city, two special district and one public member Board positions available.

Commissioner Long is currently serving her first year of a two-year term as a member of the CALAFCO Board. She is currently Vice-Chair and is expected to be elected as Chair of the CALAFCO Board this September. Others on Commission who are interested are encouraged to seek nomination. More than one person from a given LAFCO has been elected to the CALAFCO Board of Directors in the past.

Copies of correspondence from CALAFCO concerning this matter, including the Recommendation form and the Candidate's Resume form are attached for reference.

**CALAFCO BOARD MEMBERS
WITH TERMS EXPIRING IN SEPTEMBER 2005**

County

Paul Biane, San Bernardino
Victor Mow, San Joaquin

City

Vacant
Peter Herzog, Lake Forest (Orange LAFCO)

Special District

Tim Campbell, Cachuma Resource Conservation District (Santa Barbara LAFCO)
Elliot Mulberg, Elk Grove Community Services District (Sacramento LAFCO)

Public

Susan Vicklund Wilson, Santa Clara LAFCO

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June 1, 2005

F k d l u #
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To: Local Agency Formation Commission Members and Alternates

Y l e h # F k d l u #
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Y h e g a u d i O D I F r #

From: Mel McLaughlin, Chair

V h f u h w d u | #
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Recruitment Committee

CALAFCO Board of Directors

Re: **Nominations for CALAFCO Board of Directors**

W u h d v x u h u #
S h w h u # K H U J R J #
R u d y j h u d i O D I F r #

This correspondence announces the following offices on the CALAFCO Board of Directors are open for nominations. The election will be held at the Annual Conference on September 7, 2005 in Monterey. Elections will be held for the following Board categories. The names of the incumbents whose terms are expiring are shown in *italics*.

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V a g y d i h u g y g r i O D I F r #

- | | |
|---|--|
| 2 | County Members (<i>Biane & Mow</i>) |
| 2 | Special District Members (<i>Campbell & Mulberg</i>) |
| 2 | City Members (<i>Herzog & vacant; previously Martin</i>) |
| 1 | Public Member (<i>Wilson</i>) |

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The CALAFCO Recruitment Committee is accepting nominations for the above-cited offices until August 8, 2005. Nominations received by this date will be included in the Recruitment Committee's Report, copies of which will be available at the Annual Conference. Nominations after this date will be returned; however, at the Business Meeting, nominations will be permitted from the floor.

Should your Commission nominate a candidate, the Chair of your Commission must complete the attached "Recommendation" form, and your nominee must complete the attached "Candidate's Resume" form. Both documents must be received no later than August 8, 2005. Please forward to:

Recruitment Committee
Kern Local Agency Formation Commission
5300 Lennox Ave Suite 303
Bakersfield, CA 93309

Enclosed please find a copy of the CALAFCO Board of Directors Nomination and Election Procedures. The members of the CALAFCO Recruitment Committee are:

Mel McLaughlin, Chair, Kern LAFCo
Mat Gourley, Monterey LAFCo
Gary Lewis, Lake LAFCo
Chris Tooker, Sacramento LAFCo

If you have any questions, please do not hesitate to call Bill Turpin, Executive Officer, Kern LAFCo, (661-716-1076)

Sincerely,

Kern County Local Agency Formation Commission

Board of Directors Nomination and Election Procedures and Forms

The procedures for nominations and election of the CALAFCO Board of Directors [Board] are designed to assure full, fair and open consideration of all candidates, provide confidential balloting for contested positions and avoid excessive demands on the time of those participating in the CALAFCO Annual Conference.

The Board nomination and election procedures shall be:

I. APPOINTMENT OF A RECRUITMENT COMMITTEE:

- a. The Board no later than four months prior to the Annual Conference shall appoint a Recruitment Committee of four members of the Board. The Recruitment Committee shall consist of one city member, one county member, one public member and one special district member whose terms of office on the Board are not ending.
- b. The Board shall appoint one of the members of the Recruitment Committee to serve as Chairman. The Executive Officer of the Recruitment Committee Chairman's LAFCo shall serve as staff for the Recruitment Committee in cooperation with the CALAFCO Executive Director.

II. ANNOUNCEMENT TO ALL MEMBER LAFCOs:

- a. No later than three months prior to the Annual Conference, the Recruitment Committee Chairman shall send an announcement to each LAFCo for distribution to each member and alternate. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. The date by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chairman's LAFCo address and phone number.
 - iv. A form for each LAFCo to nominate a candidate and a candidate resume form of no more than one page each to be completed for each nominee.
- b. The Recruitment Committee Chairman shall send an announcement to the newsletter editor for publication. The announcement shall include the following:
 - i. A statement clearly indicating which offices are subject to the election.
 - ii. The date by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked "Received too late for Recruitment Committee action."
 - iii. The names of the Recruitment Committee members with the Committee Chairman's LAFCo address and phone number.
- c. The Recruitment Committee Chairman shall send an announcement to the CALAFCO

“webmaster” for publication on the CALAFCO web site. The announcement shall include the following:

- i. A statement clearly indicating which offices are subject to the election.
 - ii. The date by which all nominations must be received by the Recruitment Committee. The deadline shall be no later than 30 days prior to the opening of the Annual Conference. Nominations received after the closing date shall be returned to the proposing LAFCo marked “Received too late for Recruitment Committee action.”
 - iii. The names of the Recruitment Committee members with the Committee Chairman’s LAFCo address and phone number.
- d. A copy of these procedures shall be posted on the web site.

III. THE RECRUITMENT COMMITTEE:

- a. No later than two weeks prior to the Annual Conference, the Recruitment Committee Chair shall distribute to the members of the Recruitment Committee copies of all nominations and resumes, which are received prior to the end of the nomination period.
- b. In the event that there are insufficient nominations for all offices subject to the election, the Recruitment Committee Chairman shall call a meeting of the Recruitment Committee (which may be held by phone) to:
 - i. Determine the number and category of nominations needed to fill all offices;
 - ii. Divide responsibilities among its member to seek candidates to fill those vacancies, giving consideration to geographical diversity as well as category diversity between urban, suburban and rural LAFCos.
- c. Once sufficient nominations are received to fill all offices subject to the election, the Recruitment Committee shall meet again, no later than 36 hours prior to the Business Session of the Annual Conference. The meeting may be held by telephone.
- d. At the conclusion of its meeting, the Recruitment Committee shall prepare a report to the membership, which includes:
 - i. The time and date of the Recruitment Committee meeting.
 - ii. The number of nominations received in each category.
 - iii. The names and resumes of all individuals nominated in each category.
- e. Make available sufficient copies of the Recruitment Committee Report for each Conference participant by 9:00 a.m. on the day of the Conference Business Session.
- f. Make available, along with the Recruitment Committee Report, blank copies of the nomination forms and resume forms to accommodate nominations from the floor.
- g. Advise the Annual Conference Planning Committee to provide “CANDIDATE” ribbons to all candidates attending the Annual Conference.
- h. Post the candidate statements/resumes on a bulletin board near the registration desk.
- i. As the last session of the first day of the Annual Conference or at another time approved by the Board, the Recruitment Committee shall hold a “Candidates Forum”. Each candidate shall be given time to make a brief statement for their candidacy.

IV. AT THE TIME FOR ELECTIONS DURING THE ANNUAL BUSINESS MEETING:

- a. The Recruitment Committee Chairman or another member of the Recruitment Committee (hereafter called the Presiding Officer) shall:
 - i. Review the election procedure with the membership.
 - ii. Present Recruitment Committee Report (previously distributed).
 - iii. Call for additional nominations from the floor by category:
 1. For city member.
 2. For county member.
 3. For public members.
 4. For special district member.
- b. To make a nomination from the floor, a LAFCo, which is in good standing, shall identify itself and then name the category of vacancy and individual being nominated. The nominator may make a presentation not to exceed two minutes in support of the nomination.
- c. When there are no further nominations for a category, the Presiding Officer shall close the nominations for that category.
- d. When nominations in all categories have been closed, the Presiding Officer shall conduct the election:
 - i. For categories where there are the same number of candidates as vacancies, the Presiding Officer shall:
 1. Name the nominees and offices for which they are nominated.
 2. Call for a voice vote on all nominees and thereafter declare those unopposed candidates duly elected.
 - ii. For each contested category, the Presiding Officer shall:
 1. Poll the LAFCOs in good standing by written ballot. .
 2. Each LAFCo in good standing may cast its vote for as many nominees as there are vacancies to be filled. The vote shall be recorded on a tally sheet.
 3. With assistance from CALAFCO staff, tally the votes and announce the results.
 - iii. Election to the Board shall occur as follows:
 1. For one vacancy, the nominee receiving the highest number of votes is elected.
 2. For two vacancies, the two nominees receiving the two highest numbers of votes are elected.
 3. In case of tie votes:
 - a. For one vacancy, drop all nominees except the two who tied with the highest number of votes and repeat the election process.
 - b. If there are two vacancies and there is a two-way tie for second place,

the person with the most votes is declared elected.

- c. Remove from consideration all nominees with fewer votes than those tied for second and repeat the election process between the two tied to fill the remaining vacancy.
- d. If three or more are tied, drop the nominees with fewer votes and conduct the runoff election among those tied.

V. ADDITIONAL PROCEDURES

- a. In all contested elections, names will be listed in the order nominated.
- b. As required by the Bylaws, the members of the Board shall meet as soon as possible after election of new board members for the purpose of electing officers, determining meeting places and times for the coming year, and conducting any other necessary business.
- c. Examples of process for determining who is elected:

<i>Number of vacancies</i>	<i>Candidate</i>	<i>Votes</i>	<i>Result</i>
One vacancy	A	18	Runoff Election between A & B.
	B	18	
	C	14	
	D	10	
Two vacancies	A	18	A is elected. Runoff election between B & C.
	B	15	
	C	15	
	D	9	
Two vacancies	A	18	A & B are both elected.
	B	18	
	C	10	
	D	10	
Two vacancies	A	18	A is elected. Runoff election among B, C, and D for 2nd vacancy.
	B	10	
	C	10	
	D	10	
Two vacancies	A	15	Runoff election among A, B, & C for two vacancies. D is dropped from consideration
	B	15	
	C	15	
	D	10	

- VI. Board Members and candidates who lose elections in their home office shall notify the Executive Director **PRIOR** to the Annual Conference.

These procedures were adopted by the CALAFCO Board on November 15, 2002 and supercede the procedures adopted by the Board on August 15, 1986 and amended on April 29, 1998.

Board of Directors Recommendation Form

Recommendation to the CALAFCO Recruitment Committee

In accordance with the Election Procedures of CALAFCO, the _____
LAFCo nominates _____ for the _____ position
on the CALAFCO Board of Directors to be filled by election at the next Annual Conference.

LAFCo Chair

Date: _____

Board of Directors Candidate Resume Form

Recommended By: _____ LAFCo Date: _____

Category (please check one): ☐ City ☐ County ☐ Special District ☐ Public

Candidate Name _____

Address _____

Phone Voice _____ Fax _____

e-mail _____ @ _____

Personal Information:

LAFCo Experience:

CALAFCO or State-level Experience:

Availability:

Other Activities or Comments: